



Adding MFC recognized observances and holidays to your iCal...



Step by step instructions...

Step 1: Go to the Export area and select the time period and ics format and save to your desktop.

Export Events

Export:	December ▾
	<input type="checkbox"/> Include Corporate Events
Format:	<input checked="" type="radio"/> *.ics (Outlook, iCal, Google Calendar, Sunbird, Blackberry) <input type="radio"/> Excel (Tab delimited file) <input type="radio"/> CSV (Comma delimited file)
Export	

Step 2:

Launch iCal, then click the "File" menu and choose "Import" to open the Import dialog box.

Step 3:

Click "Import" to open a file browser dialog box, then navigate to and select your ICS file to open the "Add Events" dialog box.

Step 4:

Click a calendar, then click "OK" to import the ICS file's events.

Select *New Calendar* to create a new iCal calendar for the imported schedule.

That's it. Job done.